

NIH Events Management Branch Scheduling Services Survey

Section 1: All Respondents

Burden Disclosure

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

Introduction:

This survey asks a series of questions about your involvement with the change management portion of the move to the fourth floor of 6700B Rockledge Drive. The questions also assess your level of comfort with the changes impacting your workplace as a part of this move. Your feedback is valuable and will be used to evaluate the effectiveness of our change management efforts, as well as help us understand what types of additional information and/or training should be provided before move-in. Survey responses reside behind the NIH firewall and are secure to the extent permitted by law. For each question select the option that best represents your view. The survey will take about 5 minutes to complete. Try to answer each question within the survey as honestly and accurately as possible. Questions about this survey may be sent to Jodie Williams at jodi.williams@crtkl.com.

Instructions:

Please see the attached survey for your reference and use. The survey will be digital, however a hard copy of the survey questions is included to assist in the evaluation process. In addition, please note the following below:

- Survey responses reside behind the NIH firewall and are secure to the extent permitted by law.
- For each question, select the option that best represents your view.
- The survey will take approximately 5 minutes to complete.
- Try to answer each question as honestly and accurately as possible.
- At any point, you may exit the survey and return to complete the survey at a later time. Your answers will be saved.

Questions about this survey may be sent to Jodie Williams at jodi.williams@crtkl.com.

Data Collection Instruments

NIH Change Readiness Survey

Q1 Please select your IC/OD organization.

- CSR
- OD/IRB
- ORS (Conference Center)
- Other, please specify

Q2 Which of the statements below best applies to you?

- Federal employee (full time)
- Federal employee (part time)
- Contractor/Consultant
- Student/Intern

Q3 Are you in a supervisory position?

- Yes
- No

Q4 How long have you worked at NIH (including in other ICs or as a contractor)?

- Fewer than 3 years
- 3-5 years
- 6-10
- 11-15 years
- 16-25 years
- 26+ years

Q5 Please identify all of the information sources that you have accessed, or the activities in which you have participated.

- I am involved in planning for the move
- I accessed the NIH on the Move website at <https://nihonthemove.nih.gov>
- I attended a meeting in which my group's leadership discussed the move
- I have read a communication from the leadership of my IC/OD organization
- I have not accessed any of the above, but have heard about the move from my coworkers
- None of the above
- Other, please specify

Q6 The following questions are provided to help us understand your comfort level with moving to the new work environment. Your responses will help us understand what additional communications and/or training will be needed prior to move-in.

Q7 In general, I understand what the new work environment will be like.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q8 In general, I am personally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q9 The people in my work group are generally very comfortable with the change to the new work environment.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q10 I possess the skills and knowledge necessary to transition into the upcoming workplace change successfully.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q11 I understand the overall business reasons for the change to the new workplace.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Q12 Is there anything else you would like to know more about or feel like you need more information on to make this transition go more smoothly for you? Please provide your answer below.

Q13 I would like to receive more information about the move via: (Please select all that apply.)

- Face-to-face communication from my supervisor or director
- E-mail communications from my supervisor or director
- IC-wide e-mail
- NIH on the Move website
- Other (please specify) _____

Q14 If you have suggestions for additional information or training that should be provided prior to the move, please identify these below.